

13. 7. 1. 376

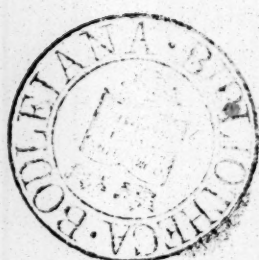
R U L E S

FOR THE
GOVERNMENT
OF THE
Glocester Infirmary.



GLOCESTER, Printed:

MDCCLV.



computed from the Day he paid his First Subscription.

VII.—THAT there be a Weekly Board of Governors, which shall consist of Five at least, to meet every *Thursday* at Ten o'Clock in the Morning at the Infirmary, and, in the Absence of the President and Vice-president, to chuse a Chairman.

VIII.—THAT, at every Weekly Board of Governors, the Proceedings of the former Board shall be first read over; and that no Order of any such Board shall continue in Force longer than until the next Board, unless then confirmed: And all Proceedings of General or Weekly Boards shall be fairly registered in a proper Book for that Purpose.

IX.—THAT the Weekly Board of Governors have Power to visit, inspect, and regulate the Affairs of the House, and to elect Two Governors who shall be desired to visit the House Daily for the ensuing Week; and that any Governor may Personally inspect the State of the Infirmary and the Patients at any seasonable Time; and, if any Matter shall occur to him or them worthy of Notice, they are desired to report the same to the next Weekly or Quarterly Board.

X.—THAT the Accounts of the Infirmary be examined at every Weekly Board; and that all Bills be discharged by the Treasurer himself, or thro' the Hands of the Secretary, giving proper Security to the Treasurer,

surer, and that this be done Once a Month, or oftener, after such Bills have been allowed by the Weekly Board, and signed by the Chairman and Two of the Board at least.

XI.—THAT a Report of the State of the Infirmary, and of the Number of Patients Received and Discharged within the Year, with an Abstract of the Proceedings of the Governors and of the Accounts of the Infirmary, be drawn up at the End of every Year, and published before the Annual Meeting, to be held on the *Thursday* in the Week of the Summer Assizes, for the Satisfaction of the Contributors.

XII.—THAT it be a standing Rule of this Society, That the Treasurer for the Time being give *Five Thousand Pounds* Security.

XIII.—THAT Subscriptions may be taken in at any Time, but that all Subscribers pay their Yearly Subscription in Advance to the Treasurer for the Time being, or to his Deputy; and that all Yearly Subscriptions shall commence on the First Day of *January*, 1755.

XIV.—THAT to all Persons, whose Subscription shall be Three Months in Arrear, a Monitory Letter shall be sent by the Secretary, to prevent farther Delay of Payment.

The FORM of the MONITORY LETTER.

SIR,

In Compliance with the Rules of this Society, I am to acquaint you that it appears, by our Books, that your Subscription of

per

per Ann. payable last *has not yet been received. It is therefore the Request of the Board that you will be pleased to pay it to*
or *and excuse this Application from*

XV.—THAT any Person related to the Infirmary, who shall presume to give to, or take of, any Tradesman, Patient, Servant, or Stranger, or any other Person, any Fee, Reward, or Gratitude of any Kind, directly or indirectly, for any Service done or to be done in or on account of the Infirmary, shall be immediately expelled.

XVI.—THAT no Person, except employed in the necessary Business of the House, be allowed to go into the Wards before Eleven o'Clock in the Morning, nor at any Time without a Guide appointed by the Matron.

XVII.—THAT Poor's Boxes be set up in the Infirmary, and in the Cathedral-church, and in all other Churches in the City; to each of which there shall be Two Locks, of which One Key shall be kept by the Treasurer, and the other as the Weekly Board shall appoint; and that Boxes be set up in as many Churches, Meeting-houses, and other Places, as the Weekly Board shall direct, and the Money therein collected shall be applied to the Use of the Infirmary.

Admission and Discharge of PATIENTS.

XVIII.—THAT a Register be kept by the Apothecary, in which shall be entered the
 Names

Names of the Patients who shall be taken into the House, and of the Out-patients, the Parishes they belong to, their Ages and Distempers, by whom recommended, when admitted, when discharged, and in what State.

XIX.—THAT every Subscriber, for each *Guinea per Ann.* subscribed by him, shall have a Right to recommend One In-patient and One Out-patient within every Year, provided that the In-patients recommended by such Subscriber do not exceed Five in One Year; that no Benefactor of less than 20*l.* at One Time shall recommend any Patient; that a Benefactor of 20*l.* given at One Time, shall have the Privilege of a Subscriber of *Two Guineas per Ann.* and a Benefactor of 50*l.* the Privilege of a Subscriber of *Five Guineas per Ann.* and that no Subscriber whatever shall have more than One In-patient at a Time.

XX.—THAT only such Persons, who are recommended by a Subscriber whose Subscription is paid, and appear to the Weekly Board and Receiving Physician or Surgeon to be Curable and Real Objects of the Charity, be admitted at the Weekly Board on *Thursday*, and at no other Time, except on sudden Emergencies, and in such Cases which, in the Opinion of the Receiving Physician or Surgeon, will admit of no Delay, in which Cases the Apothecary and Matron are to receive Patients into the House immediately.

XXI.

XXI.—THAT, in Cases of Fractures or other sudden Accidents, the Attending Physician or Surgeon be impowered to admit Patients without any Recommendation; and that such Patients be continued, if approved by the next Weekly Board.

XXII.—THAT the Form of Recommendation be in the Manner or to the Effect following, viz.

To the GOVERNORS of the INFIRMARY at Gloucester.

Day of 17

GENTLEMEN,

*I desire you will admit of
the Parish of whom I believe to be
poor and a real Object of Charity, to be an Pa-
tient of the Infirmary, and you will oblige
Your humble Servant,*

XXIII.—THAT, in case any Person recommended for an In or Out Patient be thought improper to be received as such, the following Letter shall be sent to the Person recommending him, viz.

*According to the Rules of this Infirmary, I beg
Leave to acquaint you that re-
commended by you for an Patient, appears
improper to be admitted as such, because*

Secretary.

XXIV.

XXIV.—THAT, in case the House shall be full at the Time of such Recommendation, then the subsequent Letter shall be sent to the Person recommending, viz.

According to the Rules of this Infirmary, I beg Leave to acquaint you that ^{re-}
commended by you for an In-patient, could not be received into the House this Day, for want of Room, but is now entered regularly in our Books as an In-patient, and will be admitted into the House as soon as there is a proper Vacancy, of which you shall have Notice.

Secretary.

XXV.—THAT, whenever there is want of Room in the Infirmary for the Admission of such In-patients as are recommended and qualified according to the Rules of the Charity, in Cases of equal Exigence the Preference shall be given, in the first Place, to such Persons as are sent from the greatest Distance; in the second Place, to the Recommendation of such Subscribers as shall not have recommended any In-patients within the Year of their Subscriptions; and, in the third Place, to the Recommendation of such as are the greatest Subscribers to the Charity: And that they, who are proper Objects and shall be excluded at any Time for want of Room, shall be forthwith entered in the Books as In-patients, and be afterwards received into the House by the

B

Ma-

Matron, without Order, on the first Vacancies which shall happen.

XXVI.—THAT a List of the Persons recommended be delivered in at the Board by the Secretary ; and that no Person be received on the Admitting Day but between the Hours of Eleven and One.

XXVII.—THAT none shall be assisted with Advice or Medicines who shall ask Alms in or about the Infirmary, or who shall beg elsewhere within the Town.

XXVIII.—THAT no Women big with Child, no Children under Seven Years of Age, except in such Cases where the greater Operations are to be performed, no Persons disordered in their Senses, or suspected to have the Small-pox, Itch, or other infectious Distemper, nor any who are apprehended to be in a consumptive or dying Condition, or who are suspected to have the Venereal Disease, be admitted into the Infirmary as In-patients on any account whatsoever, or permitted to stay in it : Nor shall any Person with the Venereal Disease be admitted as an Out-patient.

XXIX.—THAT, when the Patients are cured, they be enjoined by the Chairman to return Thanks in their respective Places of Worship.

XXX.—THAT, whenever a Patient is discharged for Non-attendance or Irregularity, he never shall be admitted as a Patient again, and the Recommender of such Patient shall

be acquainted therewith by a Letter in the following Form, viz.

The Weekly Board, on Examination, being fully assured of the irregular Behaviour, or wilful Non-attendance of A. B. recommended by you, have this Day discharged him, and beg Leave to acquaint you that it is contrary to our Rules ever to admit him to be a Patient again after such an Offence.

Secretary.

XXXI.—THAT all such Letters, as shall be received from Contributors of *One Guinea* or more *per Ann.* Post or Carriage paid, in relation to Distant Patients, shall be immediately answered by the Secretary.

XXXII.—THAT, over and above the stated Number of Beds in the Infirmary, Two Beds shall be always ready to receive any Poor Person who, with Broken Limbs or by other dreadful Accidents, stands in need of immediate Relief; as likewise Two or more Beds in Separate Rooms, for the Reception of such Patients as the Physicians shall judge proper to be placed there.

XXXIII.—THAT all Persons, admitted into the House and in Two Months receiving no Benefit, be discharged, unless the Physicians or Surgeons certify to the Weekly Board that there is a Probability of their being cured, or receiving considerable Relief.

XXXIV.

XXXIV.—THAT no Soldier be admitted an In-patient until his Officer has engaged to pay his Subsistence-money to the Treasurer for such Time as he shall continue there, except Soldiers on Furlow, when there is no Officer at hand to engage for doing it.

HOUSE-APOTHECARY.

XXXV.—THAT the House-Apothecary fix Two Tickets on each Patient's Bed, one specifying the Name of the Patient, together with that of the Physician, Surgeon, or both occasionally, and the other the Diet, according to the Prescription of the Physicians or Surgeons, and give a List of the same to the Matron each Prescribing Day.

XXXVI.—THAT he visit the Wards every Morning, and be ready to report the State of the Patients to the Physicians and Surgeons.

XXXVII.—THAT he dispense no Medicines without the Direction of the Physicians or Surgeons, except in Cases of Necessity, when they cannot be consulted.

XXXVIII.—THAT he make a Report to the Weekly Board of all Patients received into the House in the foregoing Week, and deliver a List at every Board of such Patients as have been in the House Two Months.

XXXIX.—THAT he doth not presume to practise as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

XL.—THAT he do not suffer any Apothecary, or other Person, to inspect the Physicians' Books, or Pharmacopeia, without Leave of the Physicians.

XLI.—THAT no Drugs nor Medicines be bought without an Order from the Board, except in Cases of Necessity, and then not without an Order signed by One of the Physicians.

XLII.—THAT no Drugs nor Medicines be deposited among the Stores 'till they have been first inspected by One of the Physicians.

XLIII.—THAT the Apothecary and Matron be not out at the same Time.

XLIV.—THAT the Apothecary never be absent from the Infirmary at the Time when the Physicians and Surgeons are to attend, nor at any other Time above Two Hours together; that he always give Notice to the Matron, and be within Call; and that he be at Home at Ten o'Clock at farthest in the Evening, and do not lie out of the House without 'special Leave from the Board or Visitors of the Week, and that, in such Case, he procure another Apothecary, who shall be approved by the Physicians, to officiate in his Place.

SECRETARY.

XLV.—THAT the Secretary attend at every Board, to minute down and register all Proceedings; and that he be always ready to produce the Books and Accounts of the Society
C
fairly

fairly written ; and that he keep a Minute-Book for the Use of the Governors at any other Time inspecting the Infirmary ; and that he likewise discharge all Bills for the Treasurer, (if so required by him) giving proper Security to the Treasurer, and keeping an exact Account of the same.

XLVI.—THAT he give Notice in Writing every Saturday to the Clergyman whose Turn it is to visit.

M A T R O N.

XLVII.—THAT the Matron take care of the Household-goods and Furniture according to the Inventory given her ; and that she be ready to give an Account thereof when required.

XLVIII.—THAT she weigh and measure all the Provisions and Necessaries that come into the House, and keep a Daily Account thereof, to be given into the Weekly Board, and never suffer any of them to be carried out, that she oversee the Patients and Servants, take care that the Wards, Chambers, Beds, Cloaths, Linen, and all other Things within the Infirmary, be kept Neat and Clean, and to these Ends all the Patients and Servants shall be submissive and obedient to her.

XLIX.—THAT she keep a Diet-book, by which the Number of Patients on each Diet may be known.

L.—THAT she go into each Ward every Morning and Evening, and cause the Names of all the Patients to be called over ; and that she enter into a Book the Names of the Patients who are absent at such Times from their respective Wards without her Leave, or who have in any other respect transgressed the Rules of the Infirmary.

LI.—THAT she take care of the Keys of the Doors, and see that the Outer-gates be always locked at Nine in the Evening, and not opened before Seven in the Morning, from *Michaelmas* to *Lady-day*, and locked at Nine in the Evening, and not opened before Six in the Morning, from *Lady-day* to *Michaelmas*, unless ordered otherwise by the Weekly Board, or, in Cases of great Emergency, for the Service of the Patients.

LII.—THAT she see that all the Nurses, Servants, and Patients, do their Duty and observe the Rules of the House ; and that, in case of Misbehaviour or Neglect, she acquaint the Weekly Board therewith.

S E R V A N T S.

LIII.—THAT the Porter carefully attend the Gate, and suffer no In-patient to go out without Leave ; and that he inform the Mar-
 shal of every Stranger that comes into the Infirmary.

LIV.—THAT he obey the Orders of the Physicians, Surgeons, and Apothecary ; and that, when he is to be absent upon any Business, he give the Matron Notice, that she may appoint another to attend the Gate.

LV.—THAT all Persons concerned as Servants be free from the Burthen of Children and the Care of a Family.

LVI.—THAT all the Nurses shall dine together at a stated Time with the other common Servants.

LVII.—THAT a Table of Diet be hung up in every Ward, for the Information of the Patients ; and that the Patients on Low Diet be served First at every Meal.

LVIII.—THAT no Liquors nor Provisions of any Sort be brought into the House to the Patients from their Friends, or any others whatsoever.

LIX.—THAT the Nurses clean their respective Wards before Seven in the Morning from the First of *March* to the First of *October*, and before Eight from the First of *October* to the First of *March* ; and that they serve up all the Breakfasts within an Hour after the Wards are cleaned.

LX.—THAT the Nurses and other Servants be very diligent in complying with the Orders of the Matron and their other Superiors ; and that they behave themselves with Tendernefs to the Patients, and with Civility and Respect to all.

LXI.

LXI.—THAT no Servant belonging to the Infirmary, having been Once removed for Misbehaviour by a Court of Governors, be capable of being taken again into the Service of the House.

IN-PATIENTS.

LXII.—THAT no Patient go out of the Infirmary without Leave of their Physicians or Surgeons; and that no Patients shall lie out of the Infirmary, on any account whatsoever, on pain of Expulsion.

LXIII.—THAT no Patients sit up after Nine o'Clock at furthest in the Winter, or after Ten o'Clock at furthest in the Summer; and that every Patient, who is judged able by his Physician or Surgeon, shall rise by Seven in the Summer, and Eight in the Winter.

LXIV.—THAT the Patients who are able constantly attend Prayers; that they do not swear or curse, or give abusive Language, or behave themselves indecent in any other Way, on pain of Expulsion if they don't amend after the first Admonition.

LXV.—THAT no Men-patients go into the Women's Ward, nor the Women into the Men's, without Leave of the Matron.

LXVI.—THAT no Patients presume to play at Cards, Dice, or any other Game, or to smoke in the Ward or elsewhere, within the Infirmary.

LXVII.

LXVII.—THAT such of the Patients as are able to work assist the Nurses and other Servants in nursing the Patients, washing and ironing the Linen, washing and cleaning the Wards, and in doing such other Business as the Matron shall require.

LXVIII.—That the Rules concerning the Conduct of the Nurses, Patients, and Servants, be read over Once a Week, in all the Wards, by one appointed by the Matron for that Purpose.

OUT-PATIENTS.

LXIX.—THAT they attend exactly at the Time appointed; and that, if they absent themselves Twice together without Leave from their Physician or Surgeon, they shall be discharged.

LXX.—THAT no Medicines be given them 'till they deliver their Vials, Gallipots, and such Medicines as they have not taken.

LXXI.—THAT no Out-patient presume to loiter about the Infirmary Gate, or Streets adjacent, but that they come directly into the Place appointed to receive them; and that, as soon as their Business is dispatched, they return to their respective Houses, on pain of being discharged for irregular Behaviour.

LXXII.—THAT every Person not a Patient desiring the Use of the Cold bath shall, before they use it, pay into the Hands of the Apo-

Apothecary *One Shilling* for each Time ; and, for the Hot-bath, or Sweating-chair, *Two Shillings* and *Six-pence* each Time ; which Sums, and of whom received, shall be by him accounted for and paid to the Treasurer, for the Use of the Infirmary ; but that the Patients of the Infirmary be never prevented from Bathing or Sweating at their appointed Hours by any Person whatever.

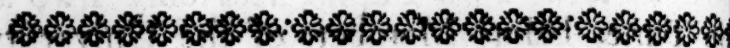
PHYSICIANS and SURGEONS.

LXXIII.—THAT each Physician be allowed to take Two Pupils, and only Two at One Time, being Members of the University of *Oxford* or *Cambridge*, and to receive a satisfactory Gratuity from them for their Instruction in attending the Infirmary ; but that no such Pupil shall be permitted to prescribe in any Case.

LXXIV.—THAT each Surgeon be likewise allowed to have Two Pupils, and no more, at One Time, to attend the Infirmary for Instruction ; and that he may receive a satisfactory Gratuity from them ; that no Pupil or Apprentice shall perform any Operation, but shall have Liberty to dress a Patient under the Direction of his Master.

VISITING CLERGY.

LXXV.—THAT the Clergy of Gloucester desired to visit the Sick, to read Prayers every Day, to administer the Sacrament Once a Month, or whenever occasionally required, and that it be recommended to the Weekly Board to take care that Patients of all Professions may be attended in the manner they desire.

*The FORM of a* LEGACY.

ITEM,—*I give and bequeath unto A. B. C. D. the Sum of _____ upon Trust the Intent that they, or either of them, do pay the same to the Treasurer for the Time being of a Society who call themselves “The Governors of Gloucester Infirmary ;” which said Sum of _____ I desire may be applied towards the carrying on the Charitable Designs of the said Society*

ester
ev
nce
uire
Vee
Perf
ey



3.
ust
ay
a
of
ca
ty